



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 23, 2015	Closing Date:	August 6, 2015
Job Title:	Juvenile Assistant	Position Type:	Regular, Full Time
PIN:	059825	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J06 \$30,761 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Prepares the docket for juvenile cases, which involves retrieving files and assembling for court. Performs data entry to update case information in court database. Processes and issues court related documents e.g. summons, peace orders, warrants, emergency evaluations. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Files correspondence in appropriate case file. Provides true test copy of court orders and other case related documents. Maintains record of forwarded appeals and cases transferred to other jurisdictions. Receives, opens, sorts and distributes mail. Purges files according to established procedures. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job related terminology. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, not to exceed 5 minutes each. Ability to sit, stand and/or lift for extended periods of time. Ability to lift, carry or maneuver items weighing up to 25 lbs. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.